



State of California - Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

Duty Statement

☐ CURRENT ☒ PROPOSED ☐ STANDARD

Division	Classification	Position Number
Desert	State Park Interpreter I	549-940-2826-002
District/HQ Section	Working Title	CBID
Colorado Desert District	State Park Interpreter I	R01
Sector/HQ Unit	Reporting Location	Incumbent
Colorado Desert District	Colorado Desert District	
State Housing (only check if required)		Supervisor Classification
<input type="checkbox"/> Required		Interpretive Program Manager
Position Description		
<p>The reporting location for this position is the Colorado Desert District Office in Borrego Springs, CA. This position will work under the direction of the District Interpretive Program Manager with guidance from Regional Interpretive Specialist.</p> <p>This uniformed position will provide interpretation and education programs that advance the mission of the Department by providing greater access for K-12 education students and teachers through innovative virtual and in-person program opportunities and resources. This position will be responsible for the creation and implementation of high-quality programs for the Department's PORTS: Parks Online Resources for Teachers and Students® Program and Summer Learning Program and will establish and maintain cooperative relations with California's K-12 education community to enhance digital engagement and in-person school group interpretation opportunities at the Colorado Desert District, including Anza-Borrego Desert State Park, Cuyamaca Rancho State Park and Palomar Mountain State Park. This position will utilize 21st century tools to create, deliver, and engage with virtual and in-person audiences and will become part of a statewide network of park staff working toward the common goal of creating relevant, equitable access to California State Parks for all of California's youth. This position will be a part of the Colorado Desert District social media team.</p>		
Essential Functions		
Percentage	Task	
PORTS Distance Learning Interpretive Programs 40%	Develop high-quality, thematic presentations aligned to academic standards for K-12 education students. Deliver live, interactive online programs via distance learning tools and platforms for individual classrooms as well as broadcast-style presentations for larger audiences and the online public. Utilize modern relevant tools to create and deliver presentations for use by a wide, diverse audience of educators and their students. Enhance interpretive opportunities through the creation of online interpretive resources. Publish materials to a variety of approved platforms and applications. Monitor, analyze use and seek opportunities for continuous improvement of programs and resources. Work in a team environment, locally and across the park system to improve services to the public.	
K-12 Access Interpretive Programs 30%	Seek and implement ways to enhance school group interpretive programs for in-person school visits. Create and leverage K-12 digital resources for the park and visiting educators and students to blend digital opportunities with traditional in-park programs. Coordinate and implement Summer Learning programs with the local educational community and youth program providers that work with disadvantaged youth. Prepare high-quality interpretive programs to engage K-12 youth in a variety of hands-on interactive learning experiences and outdoor recreation opportunities. Collaborate with park staff, docents, volunteers, and others responsible for delivering K-12 programs in the park to improve services to this audience.	
K-12 Community Engagement 15%	Market and promote K-12 education opportunities through virtual and in-person engagement. Contribute content for social media channels and email marketing campaigns. Represent the park by creating and delivering professional development trainings for educators and the education community locally and throughout California. Establish and maintain regular contact with local education entities, community organizations that serve disadvantaged youth, and staff. Create digital materials to drive participation in live programs, use of online resources and inform the community of upcoming events and opportunities.	
Program Logistics 10%	Keep accurate records, input data, prepare reports and present findings. Create and monitor the schedules for distance learning and K-12 access programs through the use of an online calendar. Establish and maintain contact with educators participating in PORTS Programs, Summer Learning Programs and in-park school group interpretive programs. Maintain excellent communication with unit and district staff. Attend staff meetings and trainings. Collaborate with Interpretation and Education staff to ensure statewide program goals are being met. Seek opportunities for improvement and adjust logistics as needed. Maintain program equipment and infrastructure (computing and mobile devices, wireless connections, online accounts, etc.), troubleshoot issues and report them to supervisor or support staff. Perform routine administrative functions per operational requirements.	
Marginal Functions		
Percentage	Task	
5%	Performs other job related duties as necessary for operational continuity.	
Typical Working Conditions		
Special Requirements		
<i>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i>		
Supervisor Statement		
I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.		
Supervisor Name (PRINT or TYPE)	Supervisor Signature	Date
Employee Statement		
I certify I have read, understand and can perform the duties of this position either with or without reasonable accommodation. I have discussed these duties with my supervisor and have been provided a copy of this duty statement.		
Employee Name (PRINT or TYPE)	Employee Signature	Date